

# Ravalli

County  
MONTANA

**REGINA PLETTENBERG  
RAVALLI COUNTY CLERK & RECORDER  
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**RECEIVED**

**JUN 12 2007**

**Ravalli County Commissioners**

**DATE:** June 11, 2007

**TO:** Ravalli County Citizens

**FROM:** Ravalli County Clerk and Recorder

**RE:** Procedure for review for determination of acceptance of deed for gifted parcel of land created through family transfer survey

**CC:** Ravalli County Commissioners  
Ravalli County Planning Office  
Ravalli County Attorney

Effective immediately, my office procedure for acceptance or denial of recording of a deed for a gifted parcel of land created through family transfer survey (prior to three year retention period), will be as follows:

The title holder to the gifted parcel will be required to make a written request to my office. This request will need to include the title holder's name as it is shown on the deed, contact information, a complete legal description of the property in question and responses to the criteria used to evaluate the proposal.

Upon receipt of this request, my office will notify the Ravalli County Commissioners, the Ravalli County Planning Office, and the Ravalli County Attorney's Office of the need to schedule and review the request with the title holder present. This meeting will have no set time frame but will be at earliest date with which each office can have staff attend. The effected parties will be notified by mail of the time and date of the public meeting. Effected parties should be prepared to present their case and answer questions.

The following shall be utilized as evaluation criteria:

1. Was there documentation recorded with the plat to notify the title holder that the gifted parcel was being created through the exemption process and therefore not subject to immediate sale?
2. Is the request based on a hardship or significant difficulty that the applicant could not have reasonably anticipated?

3. Was the reason for the request one the applicant would have been aware of at the time of the subdivision exemption application and/or the time the family transfer survey was recorded?
4. Can the reason for the request be handled through some other means, such as through a court (ie., district, divorce, probate or bankruptcy)?
5. Any other relevant argument.

The County may provide an answer to the applicant at the time of the meeting or may take some time after the meeting for consideration. Once a decision is made, the applicant will be notified in writing by my office.